

**MATURE WORKER PROGRAM
QUARTERLY SUMMARY REPORT**

Entity Reporting:_____

Reporting Period:_____ **Date:**_____

Report Prepared By: _____

Signature of Agency Director:_____

1. Major activities and accomplishments during this period:

2. Problems/Barriers and how they were addressed

3. Best Practices and/or innovations

4. Technical Assistance Request

MATURE WORKER PROGRAM QUARTERLY SUMMARY REPORT INSTRUCTIONS

Format:

Quarterly progress reports should provide sufficient information for a full understanding of the Mature Worker Program performance. Focus of the report should be placed on those activities that impact recruitment, assessment, job development and referral services to mature job seekers, as well as job development and placement coordination activities with local Workforce Investment Act (WIA) One-Stop.

No page minimum or limitations are prescribed regarding the length of the report. Fully respond to each of the information categories covered by the report.

Report Contents

Please follow this format:

1. **Major activities and accomplishments during this period:** Summarize Mature Worker Program activities and accomplishments that occurred during the reporting period focused on mature worker issues and facilitating partnerships.
2. **Problems/Barriers and how they addressed:** Describe any problems or barriers, including the impact these have on achieving the program goals.
3. **Best Practices and/or Innovations:** Describe best practices or mature worker program innovations that have been successful in the service delivery area
4. **Technical Assistance Request:** Fully describe the type of technical assistance needed. Include rationale or reason for the requested support. Indicate whether on-site technical assistance is needed.